

Instructions for Using Flyer Templates with Local Data

*The flyer "Adolescent Marijuana Use in Arkansas" provides readers with a quick look at underage usage rates in AR and some of the consequences. Data on this document cannot be changed. The document "Marijuana Use in Region Two" is a **template** that you can modify to display your local data. It is ideal to use both documents together, preferably in a front/back format. This allows readers to see the scope of the problem in Arkansas, along with some talking points for parents, and then see how that compares to their own community.*

Step 1: Review your local data. "Local" data may represent one of ADAP's 13 service regions, a county, a school district, or a school building. The Arkansas Prevention Needs Assessment (APNA) 2007 report should be used to find your local data. The report can be viewed at http://www.arkansas.gov/dhs/dmhs/adap_survey.htm. You will need to review the following items: 30 day use, perceived harmfulness, age of first use, and perceived parental disapproval. You will also need to review the risk and protective factor summaries for each of the grades.

Step 2: Modify the charts. To do this, double click on the white space within any of the charts. When you do this, a small spreadsheet should open automatically. On the spreadsheet, you will see the values for the chart. Where you see "Region Two," type over it and type in the name of your locally defined area (Pope County, or Murfreesboro School District, for example). In that same row, enter the appropriate values. For example, if you are working on the "age of first use" chart, you'll enter the data for 6th, 8th, 10th, and 12th grades (which you found in your 2007 APNA report). When you have finished entering your local data, click on the red "X" to close the spreadsheet. You should now see your local data on the chart, with your location listed on the key. Repeat the process to change the other charts.

Step 3: Modify the risk/protective factor information. The bottom half of the flyer should be used to highlight the specific issues facing your community. The APNA data should help you identify risk and protective factors that stand out. To enter these, simply click anywhere within the text box and replace the existing text with your own.

Step 4: Modify the text box to the bottom right. Click anywhere within the box to replace the current item text with your own. If the current issue isn't what you want to stand out, choose something else. This is your document for educating your community about its specific issues.

Step 5: Modify the identifying information. Wherever the template/example document lists Region 2, you should replace it with your own chosen location/agency information. Be sure to revise the following:

Top of the page:

- Title of flyer - change "Region 2" to your location
- Flyer subtitle - change "Region 2" to your location

Bottom of the page:

- Change the "created on" document to the current date; if you're working on a revision, change "created on" to "revised on" and include the current date
- Change the contact information and logo to your coalition/agency/organization's

If you have any trouble with the flyer, please contact Alison Rose at (501) 352-0549 or blissarose@hotmail.com.

